2004 CARE Act Data Report (CADR) Training
Doubletree Rockville Hotel, Rockville, MD
October 25-26, 2004
Agenda

All sessions and activities will be held in the Regency Room unless otherwise noted.

Monday, October 25, 2004

7:30 – 8:30 a.m.	**Registration and Continental Breakfast**
8:30 – 9:00 a.m.	**Welcome, Introductions and Overview** Jill J. Ashman, Ph.D. Health Statistician Division of Science and Policy HRSA – HIV/AIDS Bureau

9:00 a.m. – noon
(with break)
	Understanding the CADR
	WRMA/CSR Team
	  Setting the Stage
	
	  Introduction to the CADR
	
	  Key Issues:
	    Cover Page
	    Sections 1–8

Noon – 1:00 p.m.	**Lunch** (Executive Dining Room)
1:00 – 2:30 p.m.	**Using the Web to Submit the CADR**
2:30 – 2:45 p.m.	**Break**
2:45 – 3:15 p.m.	**CADR Timeline and Submission Process**
3:15 – 3:45 p.m.	**Planning for 2005**
3:45 – 4:15 p.m.	**Tips for Training Providers**
4:15 – 4:30 p.m.	**Closing Session Remarks** Jill J. Ashman, Ph.D.

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Tuesday, October 26, 2004

7:30 – 8:00 a.m. **Continental Breakfast**

8:00 – 11:00 a.m. **How to Complete the CADR Using *RW* CAREWare Version 3.6**
John Milberg
Division of Science and Policy
HRSA – HIV/AIDS Bureau

Introduction
- Overview of CAREWare
- Data Collection Using CAREWare

Tracking Agency and Client Level Data
- Service Provider Information
- Client Information
- Service Information
- HIV Counseling and Testing Data
- Medical Information
- Selecting Titles III and IV Clients

Break

Producing, Verifying, and Submitting the CADR
- Selecting the Proper Template
- Handling Missing Data
- Viewing the CADR and Downloading the File
- Submitting the CADR Electronically